

Church or Community Liaison Guidance Document

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This document provides a step by step procedure for the tasks the Church or Community Liaisons will be completing including how to update the BMT Application spreadsheet and scope out projects. Please follow these steps, especially the ones connected with the BYMT Application spreadsheet, exactly the way they've been written.

The Church or Community Liaisons will be given access to edit the BMT Application Spreadsheet on Google Drive. If you are a Church or Community Liaison and still need access to the spreadsheet, please contact Gary Steed at G.D.Steed@gmail.com.

Projects from Applicants Affiliated with a Church (Church Liaisons)

1. If an applicant lists your church as their home church, then your church will have first dibs on completing the project. Your church name will automatically appear in the Organization/Church Assigned column (Column AH) and your name (Church or Organization Liaison) will show up in the Organization or Church Liaison column (Column AI). Looking at these two columns will be the easiest way to find your projects.
2. All applicants who list a church affiliation will automatically be assigned to their affiliated church to complete the project (Column AH). The word "Assigned" will automatically show up in the Project Status column (Column AK). If your church decides not to take the project, the Church Liaison will need to complete the following steps:
 - a. Delete your church name from the Organization/Church Assigned column (Column AH),
 - b. Remove your name from the Organization or Church Liaison column (Column AI),
 - c. If "Open" doesn't already appear in the Project Status column (Column AK), write
 - a. "Open" in that column,
 - d. And communicate with the homeowner that your church will not be completing their project.
3. If your church decides to take the project, the Church Liaison will either scope the project or send someone else (Church Project Manager or Team Leader) from the congregation to scope the project. The requested scope for the project can be found between Columns Y and AF as well as on the Project Details Sheet in Column AN. The Church Liaison will write the name of the person who scoped in the Project Manager column (column AL) and mark "Yes" in column AL.
4. Go to the "Scoping Projects" section below for next steps.

Projects from Applicants Not Affiliated with a Church (Community Liaisons)

1. Projects which are available to be completed by any team are shown as “Open” in the Pre-event Status column (Column AK).
 - a. Many of these projects will have already been scoped by a member of the Project Management committee. The name of the Project Manager who completed the scoping can be found in the Project Manager column (Column AJ).
 - b. If a Project Manager’s name does not appear in that column, then if your church selects the project, you can either scope it yourselves or contact one of the Project Managers from the Project Management Committee to scope it for you. Contact information for all the Project Managers is provided in the Project Manager tab at the bottom of the BYMT Application spreadsheet. You may also contact your Church, or Community Liaison to assign a Project Manager to scope the project for you.
2. To determine the scope of a project, the requested scope submitted by the applicant for each project is provided in columns Y through AF. If the project has already been scoped by a Project Manager, then updated scope information is provided in columns AO through AY. To quickly gauge the difficulty of the project, the Skill Level column (Column AO) will indicate the project difficulty (if the project has already been scoped). A brief description of the scope can be found in column AP.
3. If your church or community organization team would like to sign up for a project, then:
 - a. Write your church name or organization name in the Organization/Church Assigned column (Column AAH),
 - b. Write your name in the Organization or Church Liaison column (Column AI),
 - c. And write “Assigned” in the Project Status column (Column AK) if it doesn’t already say “Assigned.”
4. If your church or community organization team will be scoping the project, go to the “Scoping Projects” section below.

Scoping Projects (Church or Community Liaisons)

1. If your church or community organization team will be scoping a project, the Church or Community Liaison will write the name of the person doing the scoping in the Project Manager column (Column AJ). If you would like assistance with how to scope projects or would like a member of the Project Management Committee to go with you, you may contact one of the committee members. Their contact information is listed in the Project Managers tab at the bottom of the BYMT Application spreadsheet.
2. The requested project scope, as submitted by the applicant, can be found between columns Y and AF of the BMT Application spreadsheet as well as on the Project Details Sheets (the link to these sheets can be found in Column AN).
3. Notes for the scoping home visit:
 - a. Scoping guidance is provided via the Project Estimating checklist.
 - b. It is recommended that the people scoping the projects take the Project Details sheet with them to write down details from their house visit. The Project Details sheet can be accessed by hovering over the Project Details Sheet column (Column AN), then clicking on the link that appears.

4. After the project has been scoped, the Church or Community Liaison will complete the following steps in the BYMT Application spreadsheet:
 - a. Fill out columns AP through AZ with the information provided by the scoping Project Manager. This information will then get updated on the Project Details sheet within a few days so that it can be printed off for the team on the day of the Backyard Mission Trip.
 - b. Select “Yes” from the drop-down menu in the Scoped column (Column AL) to indicate that the project has been scoped.

Forming Project Teams (Church or Community Liaisons)

1. Church or Community Liaisons will be responsible to put their project teams together. Teams typically consist of ten people, but may vary depending on the size and scope of the project. Each team will need to have one person designated as the Team Leader. Further guidance for Team Leaders can be found on the Team Leader Checklist which can be found on the BMT website, <https://findlaybmt.com/>.
2. Once a Team Leader has been selected for the project, the Church or Community Liaison will write the name of the Team Leader in the Team Leader column (Column AO).
3. All team members should sign up and complete the volunteer waiver by clicking on the [Volunteer button](#) on the BMT website by March 31. Church or Community Liaisons can obtain a list of team members who have signed up from their church or organization by contacting Genna Freed at (volunteerbmt@gmail.com).

Finishing Projects (Church or Community UF Liaisons)

1. Once your team(s) has completed part or all of a project, you will need to fill out the Project Status Form or update the Project Spreadsheet:
 - a. Fill out the Project Status Sheet. Indicate which specific portions of the scope were completed and which ones were not.
 - i. Return the Project Status Sheet to one of the following places: Drop off at Old Mille Stream Centre by 5:00 pm on April 27 or mail to Bill Reist, 1923 Nicklaus Drive, Findlay, OH 45840
 - ii. Scan and email to whreist@gmail.com and your Church or Community Liaison.
 - b. In lieu of completing and return the paper Project Status Form, the Team Leader or Liaison can fill in the data in the Project Status columns BA through BG of the BMT Application spreadsheet. If the project is not 100% complete, providing accurate data about remaining work will update the spreadsheet to give another team information to complete the project.